



Education, Communities & Organisational Development

Democratic Services
Moray Council

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Sent by email to
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Our Reference: LR/LR234
Your Reference:

6 March 2020

Dear Mrs Smith

Town and Country Planning (Schemes of Delegation and Local Review Procedure) (Scotland) Regulations 2013 [‘the Regulations’]

Notice of Review: Planning Application 19/01014/APP – Install new windows, internal alterations and laundry wing replacement at Archiestown Hotel, The Square, Archiestown, Aberlour, Moray, AB38 7QL

At the meeting of the Moray Local Review Body (MLRB) on 27 February 2020, the MLRB agreed to defer consideration of the above Notice of Review to a Hearing Session in terms of Regulation 13.

The Hearing Session will be held on Tuesday 7 April 2020 at 9:30 am within the Council Chamber, Council Offices, High Street, Elgin for the following reasons:

- To allow the Applicant an opportunity to present their case; and
- To allow the Appointed Officer the opportunity to comment on the new information contained within the Notice of Review and expand on the reasons for refusal.

The Applicant (or their Agent) and the Appointed Officer are invited to appear at the Hearing Session.

In terms of Para 1(4), Schedule 1 of the Regulations, you are required to notify the MLRB if you intend to appear at the Hearing Session. This notification should be sent to the Clerk of the MLRB, by email or post at the above address, **on or before 23 March 2020**.

You are required to forward, by email or post at the above address, a copy of your Hearing Statement to the Clerk of the MLRB **by 4pm 27 March 2020**. In terms of Para 4 (5), Schedule 1 of the Regulations, a Hearing Statement comprises of:-

- (a) a written statement which fully sets out the case relating to the specified matter(s) which a person proposes to put forward at a Hearing Session;

- (b) a list of documents (if any) which the person putting forward such case intends to refer to or rely on; and
- (c) a list of any other persons [*witnesses*] who are to speak at the Hearing Session in respect of such case, any matters which such persons are particularly to address and any relevant qualifications of such persons to do so.

If you intend to refer to or rely on any documents when presenting your case, you must in terms of Para 4 (1)(b), Schedule 1 of the Regulations provide :-

- (i) a list of all such documents [*as per (b) above*]; and
- (ii) a copy of every document (or relevant part of a document) on that list which is not already available [*i.e. not submitted as part of any previous procedure(s) of the Review*]

I enclose, for your information, a copy of the Hearing Session Procedure (including meeting procedure).

An agenda, together with all the relevant documents in respect of all Notices of Review to be considered at this meeting will be made available approximately 7 days prior to the meeting on the Council's website at www.moray.gov.uk/moray_standard/page_40962.html and for public inspection at the Access Point, Council Offices, Elgin.

Should you require any further information or clarification in regard to the arrangements for the Hearing Session, please do not hesitate to contact me on the above details.

Yours sincerely,

Lissa Rowan
Committee Services Officer
Clerk to the MLRB